



**DEPARTMENT OF THE ARMY
HHC, U.S. ARMY GARRISON – FRANCONIA
UNIT 26622
APO AE 09244**

IMEU-WUZ-HH

25 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #10 – Leave and Passes

1. Reference: AR 630-8.
2. An aggressive leave program is a major consideration to maintain a viable force and to increase effectiveness while reducing manpower. Persuasive pursuit of utilizing leave contributes to morale, performance at work, and career.
3. All Soldiers and leaders are encouraged to plan how they will utilize their leave. Supervisors are also encouraged to develop a leave plan and promote its utilization.
4. To encourage the use of leave:
 - a. Soldiers will sign out on leave at the Personnel Administration Center (PAC) the duty day prior to their leave start date. Soldiers will sign in from leave at the PAC on the first duty day after their leave end date. Soldiers will coordinate directly with the PAC if they will not begin their leave on the start date. Soldiers must still be at their local (home) address when their leave starts. Section Sergeants will confirm their Soldier's duty status the first duty day after the leave. Soldiers who fail to void their leave will be charged for the entire leave if they do not have a valid reason.
 - b. The commander strongly encourages supervisors not to recommend passes for Soldiers who have a leave balance that will exceed 60 days at the end of the fiscal year based on their last month's Leave and Earning Statement (LES).
5. All leave and pass requests will be submitted at least 1 week prior to the leave date.
6. Special passes (3 or 4 day passes) for regular pass periods (i.e. weekends, holidays, training holidays) are required whenever a Soldier leaves Germany or plans to exceed a 5 hour/250 mile distance.

DARRELL J. OTTO
CPT, SC
Commanding

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